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Guidelines for authors submitting technical articles to INSIGHT - Non-Destructive Testing & Condition Monitoring (The Journal of the British Institute of Non-Destructive Testing)

Editorial Policy
The editorial policy of the Journal ensures that each issue contains matter that is highly relevant to a wide range of readers, including engineers, technicians, academics and scientists, appealing to practitioners and young graduates alike.

The Institute invites contributions of quality and originality which will interest the readership of the Journal. Technical papers submitted are peer-reviewed by at least two referees. The decision to publish rests solely with the Technical Committee.

Copyright
Authors of papers accepted for publication are requested to assign copyright to The British Institute of Non-Destructive Testing.

Full responsibility for the paper rests with the author(s), who, where appropriate, must have obtained permission to publish the material including permission to use any material that may be protected by copyright.

The Manuscript
The manuscript should be typed in English, on A4-size paper on one side only, double-spaced with a margin of at least 25 mm all round. Pages should be numbered consecutively.
An original plus one copy should be sent to the Institute, marked for the attention of the Editor. Please do not send faxes of manuscripts. Where possible, computer diskettes containing the contents of the paper should be provided (see 'Electronic submission').Papers should be limited in length to 5000 words and 15 illustrations.

Electronic Submission
Electronic submission of papers - either by e-mail or on computer diskettes - is accepted subject to the following conditions:
1. A letter of confirmation is mailed to the Editor - INSIGHT.
2. The text (only) of the paper should be included as a separate file. This should be in 'text-only' or Rich Text Format (RTF) to avoid compatibility problems between IBM and Apple Macintosh computers.
3. Diagrams, graphs and pictures associated with the text should not be embedded within the document - they should be sent as separate files in TIFF, EPS or .bmp format, preferably. A list of captions should be provided separately. (See also 'Illustrations').
4. Files can be 'zipped' or encoded as appropriate.

The content of the article should be arranged in the following order:

Title
The title should be brief but informative, emphasising the specific contributions of the paper.

Name(s) of author(s)
Affiliation(s) of author(s), in full, including telephone numbers and e-mail address.

Abstract
The abstract should be 150-200 words in length and it should accurately reflect the scope and contents of the article, highlighting the important findings and conclusions.

Keywords
For indexing.

Article
The article should commence with an Introduction, which should be a brief narrative statement providing readers with a sense of purpose and content for the entire document. Previous work should be referenced.

The main body of the article is where the theme is developed, experimental methods detailed (where appropriate) and results discussed.

The conclusion is a generalisation or truth that can be inferred from the data presented in the article. It may include recommendations and implications. It should be brief and precise. The reasons for the entire work should lie within the conclusions.

Illustrations
All illustrations, including line drawings, diagrams and photographs, should be clearly numbered and referred to in the text. Captions should be set out on a separate sheet and denoted Figure 1, 2, etc.

For line drawings, diagrams and graphs, camera-ready material should be submitted. Material may be redrawn when necessary but this incurs additional cost and time.
Good-contrast colour or black-and-white photographic prints should be supplied. Pictures cannot normally be reproduced in colour, except when this is essential. However, this incurs cost, which may be recoverable.
Pictures will be reduced to a size suitable for reproduction (normally 85 mm wide) and the thickness of line and letter size should be such as to allow for this reduction.
Diagrams and photographs may be supplied in electronic format provided this is done in accordance with the conditions for electronic submission - see above. A total of 900-1000 pixels will normally be needed and scan resolution should be set accordingly.
Illustrations sent should be adequately protected against damage during transit. Originals cannot normally be returned after use but if this is demanded, the request, with return address details, should be made clearly in writing.

Tables
Tables, numbered separately from illustrations, should be set out on a separate sheet (unless very short) and each should bear a separate short descriptive title.

Mathematical symbols and expressions
Special care must be taken with mathematical expressions, which should be set out very clearly using printed letters rather than script, especially where suffixes and indices are involved.

Units
Authors should use the International System of Units (SI).

Acronyms
The entire sequence of words should be written before an acronym appears by itself within a document. The acronym - uppercase and enclosed in parenthesis - should follow the first usage. After the sequence of words and acronym have been written together the first time, the acronym may then be written by itself. If the acronym is plural, a lowercase 's' can be attached to it. (Exceptions: for acronyms that have become common words, for example 'radar', the above rule does not apply).

Acknowledgement - If appropriate.

References
References should be written in the order in which they appear in the text in the following format:
1. L Udpa and S S Udpa, 'Neural Networks for the Classification of Non-Destructive Evaluation Signals', IEE Proceedings-F, Vol 138, No 1, pp 201-205, February 1991.

The reference point in the text should be formatted thus [1].

Appendices
These should bear appropriate heading and names of authors (if different from those of the main paper). For more than one Appendix, these should be numbered using Roman numerals.

Biographic Footnote
A short paragraph of 60-70 words in length containing brief education and career details about each author/co-author should be set out on a separate sheet, accompanied by a head and shoulders photograph. For presentation reasons, the biography and photographs will only be used where there are up to two co-authors. For three or more authors, a brief statement of qualifications, current employment and, where applicable, Institute membership will be published for each.

John Grimwade Medal
Contributors to INSIGHT who are members of The British Institute of Non-Destructive Testing (of any grade) qualify for consideration for the John Grimwade Medal. This is awarded to author(s) of the best paper written by a member to appear in that journal each year. Assessment is made annually by the Institute's Technical Committee.

The Ron Halmshaw Award
Established in 1994 through the generosity of Dr R Halmshaw MBE, The Ron Halmshaw Award is for the best paper published in INSIGHT on any aspect of industrial radiography or radiology.

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INSIGHT

Non-Destructive Testing and Condition Monitoring

INSIGHT - ***Non-Destructive Testing and Condition Monitoring*** is the Journal of The British Institute of Non-Destructive Testing.

INSIGHT was launched in April 1994, replacing the former *British Journal of Non-Destructive Testing* and incorporating, in quarterly issues, the former *European Journal of Non-Destructive Testing.*

INSIGHT is published monthly and circulated worldwide to more than 65 countries.

FEATURES PROGRAMME 2000

			DEADLINES		
	Theme	Special Feature/Euro Focus	Editorial copy	Ad Copy Instruction	Ad Material
Jan	Conference Papers		16.11.99	23.11.99	30.11.99
Feb	Inspection of Pipes and Pipelines		07.12.99	14.12.99	07.01.2000
Mar *	NDT in the Aerospace Industry	NDT in Croatia	14.01.2000	21.01.2000	28.01.2000
Apr	**materials testing 2000** exhibition preview		11.02.2000	18.02.2000	25.02.2000
May	Electromagnetic NDT		10.03.2000	17.03.2000	24.03.2000
Jun *	NDT Offshore	NDT in Finland	12.04.2000	19.04.2000	26.04.2000
Jul	NDT in Civil Engineering	NDT 2000 preview	12.05.2000	19.05.2000	26.05.2000
Aug	Condition Monitoring		09.06.2000	16.06.2000	23.06.2000
Sep *	NDT in Power Generation	NDT in Czech Republic	12.07.2000	19.07.2000	26.07.2000
Oct	Radiography		09.08.2000	16.08.2000	23.08.2000
Nov	Ultrasonics		08.09.2000	15.09.2000	22.09.2000
Dec *	Novel Applications of NDT Methods	NDT in Slovenia	06.10.2000	13.10.2000	20.10.2000

*** Euro issue**

In addition to the above features, each issue includes general news stories affecting the whole industry, and technical articles on a broad range of subjects.

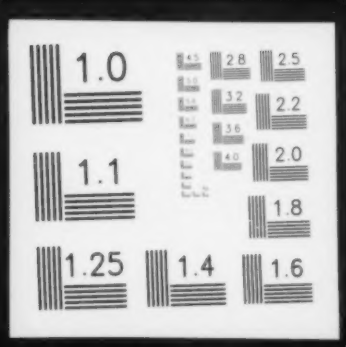
PAPER SUBMISSION

The Institute invites contributions of quality and originality which will interest the readership of INSIGHT. Technical papers submitted are peer-reviewed. Referees are appointed by the Institute's Technical Committee, which directs the Journal. This Committee is supported by an International Advisory Panel for standard issues and a European Advisory Panel for Euro issues.

The decision to publish rests solely with the Technical Committee.

Guidelines for Authors are available on request.

Editorial contributions should be addressed to The Editor, INSIGHT, BInstNDT, 1 Spencer Parade, Northampton NN1 5AA, UK. Tel: +44 (0)1604 630124; Fax: +44 (0)1604 231489; e-mail: insight@bindt.org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